

SOLID WASTE AND RECYCLING CONSULTING SERVICES SCOPE OF WORK

The following represents the general scope of work for services on an as-needed, time and material basis. The schedule of performance for the following tasks will be determined by the City.

Task 1. CalRecycle Support.

Consultant will represent the City in regards to CalRecycle questions and concerns in relation to the City's solid waste and recycling activity. Consultant's assistance with CalRecycle shall include:

- a. Work with CalRecycle staff to answer and document any questions or concerns in regards to both residential and non-residential programs. Consultant shall respond to City's request to contact CalRecycle for any issue or concern.
- b. Assist in the preparation of any required CalRecycle reports for City review including the CalRecycle annual report (EAR report). Assistance shall include the collection of all required data from the franchise holder and the operators of any other recycling programs in the City (e.g. supermarket back hauling of organics and cardboard), from local recycling facilities, other private recyclers, and any other data collection required for CalRecycle reports.

Task 2. Provide Technical and Field Support for the Administration of the City's Solid Waste and Recycling Franchise Agreement.

Consultant shall provide support to the City with the administration of the City's franchise agreement with CR&R including the following activity:

- a. Maintain a checklist of all contract requirements and due dates contained in the contract. Support the City in periodic meetings with CR&R to review the contract requirements and to coordinate with CR&R concerning public education items, writing of brochures and public education materials, placement of customer communications on the CR&R web site, implementation and enhancement of programs, and other coordination issues. Attend monthly solid waste and recycling meetings held with CR&R and City staff. Perform additional work items as assigned by the City.
- b. Review reports and correspondence submitted by CR&R, track recycling program implementation for reporting purposes of state mandated recycling programs such as AB 939, AB 341, and AB 1826. Perform additional work items as assigned by the City.

- c. Advise the City in evaluating and implementing alternative diversion programs that will assist the City and CR&R in meeting diversion mandates set forth by CalRecycle. Determine potential benefits of proposed alternative diversion programs and coordinate with CR&R in determining the cost of such programs.
- d. Conduct inventory of bins deployed at all commercial and multi-family sites to verify the number of deployed single stream and/or single material recycling programs and the number of establishments participating in the food scrap/organic waste diversion program as requested by the City.
- e. Conduct waste audits of CR&R recycling facilities and the residential and business communities as requested by the City.
- f. Assist the City in reviewing OC Disposal Recording System to resolve any errors in assignment of tonnage to the City of Lake Forest.
- g. Assist the City with processing any request for a rate increase or other requests pursuant to the contract requirements.
- h. Assist with the implementation and support of the City's organic waste recycling program.
- i. Consultant will periodically perform site visits to determine the condition of bins as requested by the City. Bins will be checked for missing lids, broken wheels, graffiti, condition of paint, and placement of appropriate decal(s) and signage. In addition, bins will be checked for floors that are rusted and/or leaking, damaged arm sleeves, or dented sides.

Task 3. Attend Progress Meetings and Prepare Monthly Progress Reports.

Consultant shall attend a monthly progress meeting with City staff to discuss the status of all tasks in progress, problems encountered, schedules, etc. Prepare a written monthly progress report to the City for submittal with each month's invoice.

Task 4. Perform Other Duties As Assigned by the City.

Consultant shall perform other duties as assigned by the City to ensure for successful support of existing recycling programs and the successful implementation of new recycling programs, compliance with state solid waste and recycling mandates, and administration of the City's waste hauling franchise agreement.